

# Your Everything Solution for **Document Handling, Audio, Video and Online Subscription Services**

*Learn more at [www.gsa.gov/documentsolutions](http://www.gsa.gov/documentsolutions)*



**For fast, flexible, cost-effective procurement, turn to GSA's Multiple Award Schedules (MAS) — meet your acquisition challenges while achieving your mission's goals.**

**Speed** – Shorten procurement lead-times and reduce your administrative burden and costs with quick and easy access to thousands of pre-qualified, industry leading contractors.

**Selection** – Compete among a vast selection of expert service and product providers to meet your mission needs from the largest, most reliable government procurement source.

**Flexibility** – Tailor RFQs and orders to your unique purchasing requirements and negotiate pricing below our ceiling rates to fit your specific needs and budget.

**Efficiency** – Streamline contracting while maintaining FAR compliance when you issue orders directly to pre-qualified contractors.

**Value** – Simplify your procurements by tapping into our pool of proven sources that have already been determined responsible and technically capable — at fair and reasonable prices.

**Transparency** – Leverage a suite of eTools that help identify qualified, small business contractors and maximize competition.

**Manage Your Procurement** – Your agency contracting officer will retain control of your procurement including requirements development, evaluation and award of the order.



GSA offers everything you need in the areas of office imaging, document management, mail management, publication media and professional audio/video. Our expert contractors can provide you with all types of copiers as well as products to help with your mailing, publication and professional audiovisual needs.

Variety of offerings includes:

- Office Equipment;
- Leasing, Cost-Per-Copy and Rental Agreements;
- Document Support and Management Services;
- Mail Products and Services
- Books and Periodicals, Electronic Subscription Services, e-Publications, Digital-on-Demand Publishing or Lending-Library Services;
- Off-the-Shelf Licensed and Unlicensed Broadcast and Multimedia Programming, News and Information Media Delivered in a Variety of Modes;
- Recording and Reproducing Video and Audio Equipment;
- Professional Audiovisual Services; and
- Creation of Professional Quality Audiovisual; Studios.

The GSA MAS program is the largest, most comprehensive acquisition vehicle available to the federal government. GSA MAS contracts offer you complete, state-of-the-industry products and services designed to meet today's challenges. Our contracts are created to help your agency comply with daily operational requirements. Following is a list of three cross-MAS groupings to help you determine the products and/or services that meet your needs in the document handling, audio/video and online subscription services arena.

### **Office Imaging and Document Solutions ([www.gsa.gov/officeimaging](http://www.gsa.gov/officeimaging))**

Whatever your office's imaging, document management, mail management, publication media and professional audio/video requirements, GSA offers the latest technologies to meet your needs. You can choose from the industry's most trusted companies (both small and large businesses are available) to select the solution that best meet your needs. You will find digital and engineering copiers capable of scanning and facsimile operations, as well as firms that have products to address your mailing needs with the aid of meters, date and time stamps, and/or completely integrated systems. You will also discover a wide variety of publications, as well as professional audiovisual equipment to meet your needs. Purchasing the products and services you need to accomplish your mission is easy with GSA's MAS program.

If you have concerns about getting the best equipment and services without incurring excessive costs, you can choose an array of services that will help you tailor the solution that best meets your workplace needs. Mailroom ergonomic analysis, needs-assessment services, repair and maintenance agreements, and document conversion services can help you convert your papers, microfilm, or drawings into easily retrievable electronic formats. Designing, outfitting and managing your workplace has just become easier.

Variety of offerings includes:

- Copying Systems and Related Equipment;
- Multimedia Equipment;
- Security, Personnel and Document Identification Systems and Solutions;
- Other Business Machines (including calculators, money-handling and -processing machines);
- Rental Plans for Copiers;
- Lease-to-Ownership Plans;
- Repair of Government-owned Equipment;
- Maintenance Service Agreements for Copiers;
- Document Support and Management;
- Mail-Processing Machines and Systems;
- Mailroom Management and Services;
- Mail Screening and Inspection Services;
- And much more.

### **Publication Media ([www.gsa.gov/pubmedia](http://www.gsa.gov/pubmedia))**

You can rely on GSA's Publication Media as the comprehensive source for your publications needs. Whether your agency needs books and periodicals, electronic subscription services, e-publications, digital-on-demand publishing or lending-library services, we offer you easy access to leading, pre-qualified contractors who can handle most of your publication media needs. GSA offers your agency the opportunity to purchase and lease publications through various media and delivered in a variety of formats, including online, print, CD and portal-document formats.



Periodical and subscription services are also offered, and they provide you with access to a host of publications. Selections include (but are not limited to) law, aviation, finance, accounting, business management, reference materials and research assistance. You can also purchase lending-library services or books and periodicals via online bookselling services. The topics are vast and include economics, education and literature, all directly from the contractors' respective Web sites.

Publications include:

- Professional Journals;
- Books;
- Pamphlets;
- Magazines;
- Newspapers; and
- Databases.

Attractive offerings available through this GSA MAS include the Dow Jones publications and news wires. Additionally, your agency can purchase reference material to assist with various areas of market research, such as newsletters, directories, and company profiles for research of various business industries.

### **Professional Audio/Visual, Telecommunications and Security Solutions ([www.gsa.gov/proAV](http://www.gsa.gov/proAV))**

At GSA, we offer you a large selection of professional audio/video equipment, signal data solutions, and recording/reproducing equipment to meet your many requirements. From handheld camcorders to professional audio/video equipment and surveillance cameras, GSA provides a one-stop shop for all of your professional needs. You can select from the industry's most trusted companies and both small and large businesses to select the solution that best meets your needs.

Variety of offerings include:

- Televisions;
- DVD players;
- Handheld Camcorders;
- Audio equipment; and
- Telecommunications equipment.

For more information about document handling, audio, video and online subscription services from GSA, please visit [www.gsa.gov/documentsolutions](http://www.gsa.gov/documentsolutions) or e-mail [iwac.bd@gsa.gov](mailto:iwac.bd@gsa.gov).

## Flexible and Scalable Procurement

Government agencies are located worldwide, and they range in size, function and buying preferences. Our goal is to help your agency identify the best acquisition tools for your needs.

## Direct Access to Pre-Approved Contractors Online

The GSA Multiple Award Schedules (MAS) program establishes contracts with responsible contractors and negotiates ceiling rates for labor categories. The contracts are ready for federal government orders, saving time and effort over open market procurements. GSA's online tool, eLibrary, is a comprehensive information resource for GSA Multiple Award Schedules. The eLibrary allows users to search contracts by contractor name, contract number, Special Item Number (SIN), MAS number, and keywords. To learn more, visit [www.gsaelibrary.gsa.gov](http://www.gsaelibrary.gsa.gov).

## Complete Solution

When your requirements cross multiple disciplines or combine services and products, the strength and diversity of the GSA MAS contractor community can rise to the challenge. Many contractors can provide total solutions for complex requirements across numerous schedules. Contractor Team Arrangements (CTAs) allow MAS contractors to create their own partnerships and to provide comprehensive solutions beyond the scope of their individual contracts. And just recently approved, a deviation to the FAR (FAR Part 51.1) now expands the authority of contractors to use GSA sources of supply, including GSA MAS contracts, GSA Global Supply and VA Schedule contracts. To learn more, visit [www.gsa.gov/far51deviation](http://www.gsa.gov/far51deviation).

## The Consolidated Schedule

Ready for your agency's use, the Consolidated Schedule encompasses the vast majority of services currently offered through GSA's Multiple Award Schedules (MAS) program. Essentially, the Consolidated Schedule is an amalgam of many individual services offered through various Schedules, which federal agencies like yours find particularly appealing when the time comes to procure requirements that fall under various functional domains (or Schedules). For example, your agency can use the Consolidated Schedule to issue a task order to a single company for performing a requirement that includes services falling within the scope of different Schedules. See the array of services available under the Consolidated Schedule at [www.gsa.gov/consolidatedschedule](http://www.gsa.gov/consolidatedschedule).

## GSAAdvantage!®

GSAAdvantage!® is the federal government's premier online ordering system that provides 24-hour access to more than 17 million product and service solutions available from 16,000-plus GSA Multiple Award Schedules (MAS) contractors — as well as all products available from GSA Global Supply™. GSAAdvantage! offers: FAR-compliant purchasing; direct contact with MAS contractors to increase procurement speed and efficiency; specified grouping of products and services; easy-to-use research capabilities that narrow results and compare features, prices and delivery options; and a streamlined online experience with instant online ordering. For those state and local government entities looking to simplify their procurement process, GSAAdvantage! offers them the ability to use their own state or local government-issued charge card to access a wide variety of products and services solutions. It also provides customers with multiple payment options and online viewing of order status to ensure complete order. The Advantage Spend Analysis Program (ASAP) reporting tool is also part of GSAAdvantage!; this tool serves several functions, including giving authorized users access to GSAAdvantage! sales and statistical data, with the option of running valuable reports. To learn more about how GSAAdvantage! can help you, visit [www.gsaadvantage.gov](http://www.gsaadvantage.gov).

## eBuy

eBuy is an online Request for Quote tool to receive information for highly complex, large quantity or big-ticket procurement requirements. eBuy streamlines the solicitation process for customers by providing a single tool to post solicitations, receive quotes from GSA Multiple Award Schedules, GWAC or other GSA technology contractors, find sources of supply, submit responses and establish and use Blanket Purchase Agreements. eBuy creates value through instant access to contractors, paperless procurement from "cradle to grave," full compliance with Section 803 of the 2002 National Defense Authorization Act, real-time RFQ management, volume discounts, electronic award notification and debriefing, and best-value practices through enhanced competition. It is ideal for customized services, with features that allow an agency to designate an RFQ as "Sources Sought," attached specification documents and describe complex or customized requirements. By using eBuy, customers can reduce the time spent on procuring products and services so that they can concentrate on their true missions. To learn more, visit [www.ebuy.gsa.gov](http://www.ebuy.gsa.gov).

## GSA Global Supply™

From office supplies to disaster relief products, GSA Global Supply™ provides fast, easy access to hundreds of thousands of established-source products for federal government agencies at the federal, state, and local levels. Depending on the customers needs, Global Supply can facilitate any requisition-based orders (with no need for comparison shopping) through worldwide delivery, 24/7 support, AbilityOne (formerly known as JWOD) guaranteed products, payment using GSA SmartPay® or AAC/DoDAAC, government-to-government transactions, and unrestricted spending limits. It also ensures that all orders comply with the Federal Acquisition Regulations and other DoD, socioeconomic, and environmental policies with which customers need to be concerned. To learn more, visit [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov).

## Ensuring Re-Use with GSA Personal Property Management

Screening other agencies' excess personal property inventories is the federal government's priority source of supply. And with today's increased environmental consciousness, reusing excess property is a source of pride. To help you acquire the excess property your agency needs, GSA offers [www.gsa.gov/gsexcess](http://www.gsa.gov/gsexcess), the personal property reporting tools for the federal government. At GSAXcess®, reporting, searching and selecting excess property is convenient and user-friendly.

## Additional Information

The home base for information on Document Handling, Audio, Video and Online Subscription Services is [www.gsa.gov/documentsolutions](http://www.gsa.gov/documentsolutions). This site contains links to external resources and regulations and additional resources and training.

GSA invites your questions to one of our Document Handling, Audio, Video and Online Subscription Services contracting experts; simply send inquiries to [iwac.bd@gsa.gov](mailto:iwac.bd@gsa.gov).



*We accept GSA SmartPay®.*

